

SANDY CITY / ALTA CANYON  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	AC Program and Aquatics Coordinator	<u>Revision Date:</u>	02/06
			<u>EEO Function:</u>	Parks & Rec
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30811

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Alta Canyon Sports Center Manager, provides, promotes and assesses a wide variety of recreational, fitness, aquatic and educational programs to meet the Center's goals, objectives and the needs of the community.

III. Essential Duties

- Schedule, coordinate, implement and monitor recreational/aquatic programs and staff.
- Develop and assess programs to assure they meet Center and community needs.
- Market facility by preparing new releases and semi-annual program booklets, speaking to outside groups, recruiting participants and utilizing other advertising techniques.
- Observe, evaluate and communicate to ensure the successful implementation of the programs. Compile weekly, monthly and annual statistics on those assigned programs, events, services and injuries in accordance with established procedures.
- Assist with the efficient operation, maintenance, and risk management of the swimming pool and programs to ensure a safe and healthy environment in accordance with City, County and State Health regulations.
- Assist in inspecting and maintaining the pool area and safety equipment.
- Evaluate performance on directly supervised employees to determine achievement of performance standards.
- Hire, train, promote, discipline and terminate employees.
- Prepare and monitor yearly budget for each program & keep accurate participation records.
- Assist in purchasing & bid process for large orders of equipment, t-shirts, etc.

IV. Marginal Duties

- Represent the Center with organizations such as the Wasatch Area Recreation and Parks, American Red Cross, and others deemed beneficial.
- Work with outside agencies to provide services to the Center.
- Receive telephone calls and walk-in public, directing individuals to appropriate personnel and responding directly to matters concerning routine office business.
- Provide office support, answer phones, and interact with the public.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelors Degree in Recreation, Physical Education, Sports and Leisure Management or related field.

**Experience:** Two years closely related work experience and two years supervisory experience in recreational aquatic programs.

**License/ Certification:** Must possess a valid Utah Driver's license; must have CPR certification.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Training and staff development and recreation programs: including fitness, weight training, aerobics, leagues, aquatic programs, pool management and other special events and programs; familiarity with budget administration, safety procedures, risk management and effective working relationships with employees and citizens; proper English usage, spelling, and vocabulary; computer equipment and software; knowledge of OSHA safety standards & other risk management principles.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees.

**Communication Skills:** Contacts with other departments furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; outside contact with public presenting data; frequent contacts with major executives on matters requiring explanations and discussions.

**Tool, Machine, Equipment Operation:** Regular use of a copy machine and telephone; frequent use of a fax machine and computer; occasional use of a calculator and computerized scoreboard control panel. Regular use of city vehicle.

**Analytical Ability:** Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of recreation programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation; operate computer and telephone systems.

#### VII. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling required; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any